



Application for CERTIFICATE OF APPROPRIATENESS

Project Information

Application For _____
Property address _____
Project Name _____
Assessor's Parcel #(s) _____
General Plan Designation (existing) _____
Commercial Square Footage (if applicable) _____
Gross Acres _____
Additional Information _____

Applicant Information

Applicant Name _____
*If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the commission.
Contact Information _____

Project Classification

- ☐ **Conceptual Review (recommended):** Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice.
- ☐ **New Construction:** Construction of a new building, additions or garages, sheds, etc. See Title 19 Zoning Code for guidance.
- ☐ **Exterior Building Alteration:** Includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc. See Title 19 Zoning Code for guidance.
- ☐ **Landscaping:** Removing or adding landscaping or landscape features (walks, patios, retaining walls, etc.) that will alter the appearance of the property. See Title 19 Zoning Code for guidance.
- ☐ **Signage or Graphics:** Installation of a sign or graphic on a building, or on the site, or directly behind the window or on a window.
- ☐ **Variance or Zoning change:** Complete this application, the Historic Zoning Review Worksheet and submit a stamped copy of the variance or rezoning application filed with the city's Department of Planning and Development for the requested variances.
- ☐ **Demolition:** Removal of any building feature(s) or razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding and a time frame for project initiation. See Title 19 Zoning Code for guidance.
- ☐ **Lot Split**

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Work Description

Describe the proposed project in detail, including all changes to the building, site, lot or zoning. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets as needed.

Please refer to the Secretary of the Interior's Standards for Rehabilitation (below) for additional information.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Materials to submit with the application (as needed):

- ☐ **Color photos:** 35mm or digital only. Polaroids will not be accepted. Include photos of each side of the building; the site to be altered and close ups of the specific areas to be changed.
- ☐ **Drawings for conceptual review, new construction or graphics/signage:** Fifteen (15) complete sets, one color if applicable, must be submitted, no larger than 11" x 17". If presentation boards will be used, copies of the boards must be submitted in no larger than 11" x 17" format.
- ☐ **Material Samples/Manufacturer's Brochures:** material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, etc).
- ☐ **Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structures. Fifteen (15) copies, one color, must be submitted, no larger than 11" x 17".

Owner/Applicant Signature

I certify that I have read the introduction to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the commission.

Signature of Owner or Applicant

Date _____

The Secretary of the Interior's Standards for Rehabilitation

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.